# Attachment 2 to International Program Aspects (IPA) Memo

## Steps for manual submission of Phase I International Program Aspects data

30 September 2011

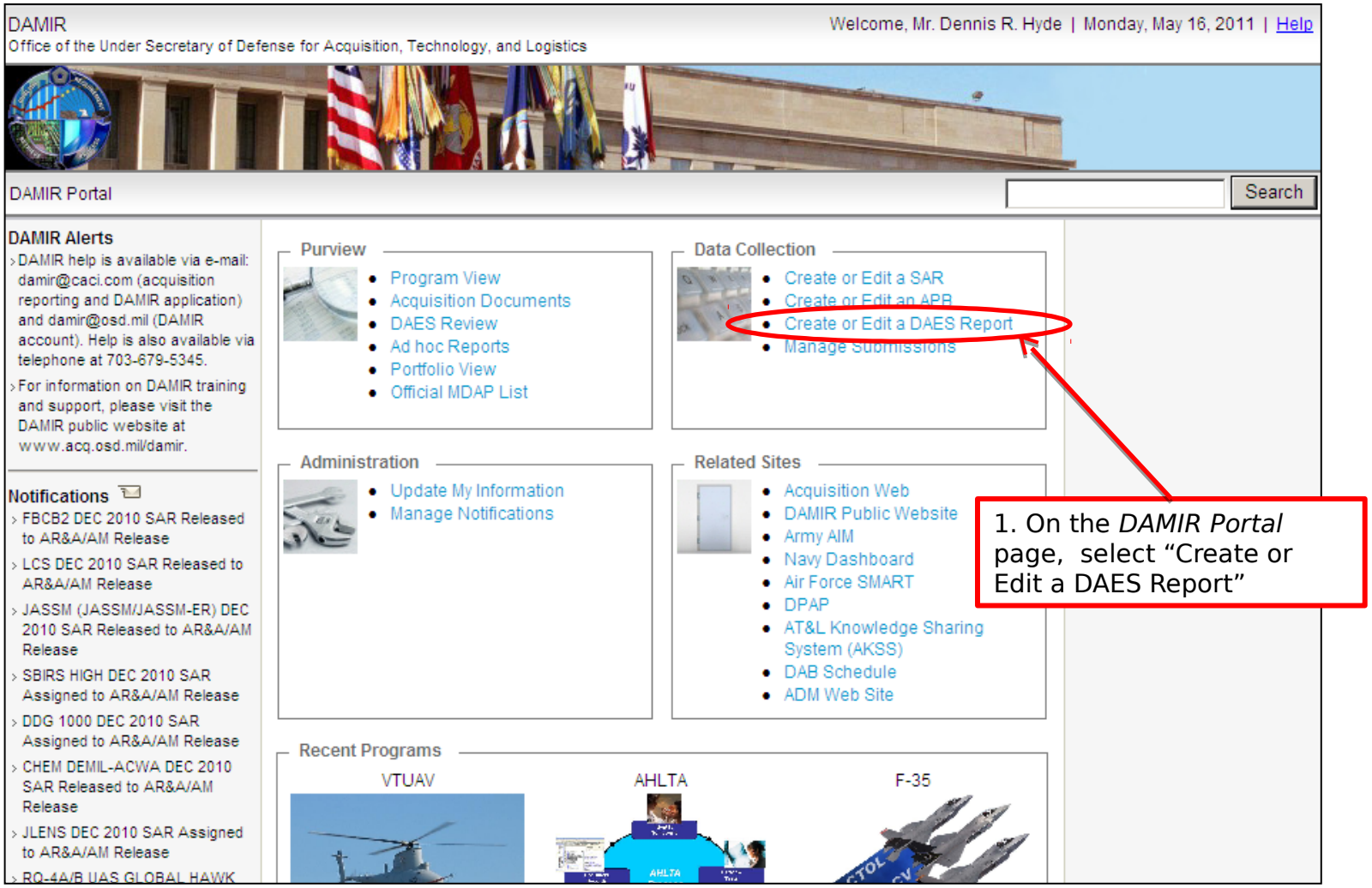
# IPA Data Capture – Policy Summary

- International Program Aspects (IPA) data must be submitted and validated as current at least quarterly in conjunction with the monthly Defense Acquisition Executive Summary (DAES) meeting review process.

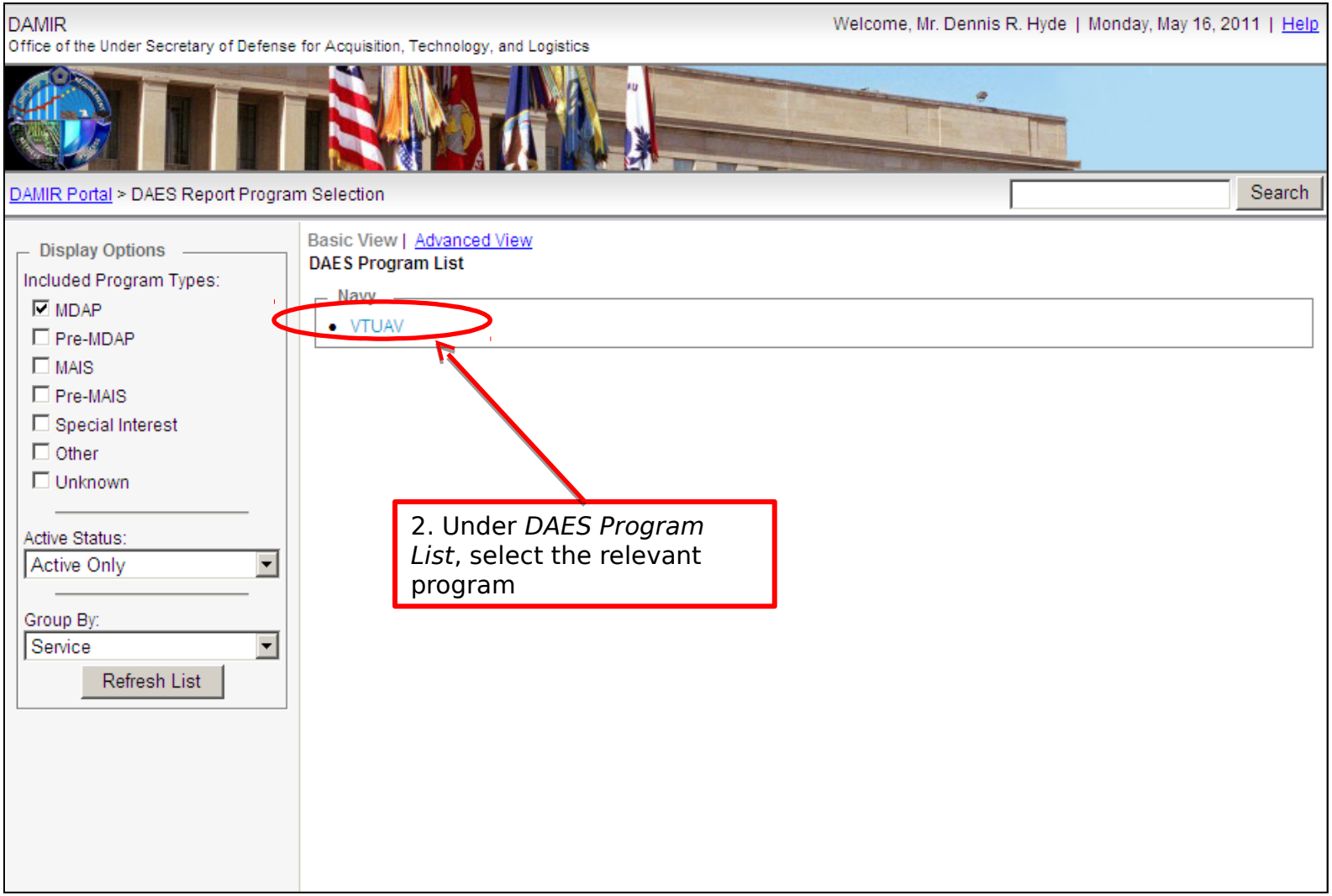
- Components using AV Web Services for data submission will continue to do so.

- Components lacking AV Web Services shall manually submit IPA data via the Defense Acquisition Management Information Retrieval (DAMIR) Foreign Military Sales (FMS) data entry screen, as described in the following slides.

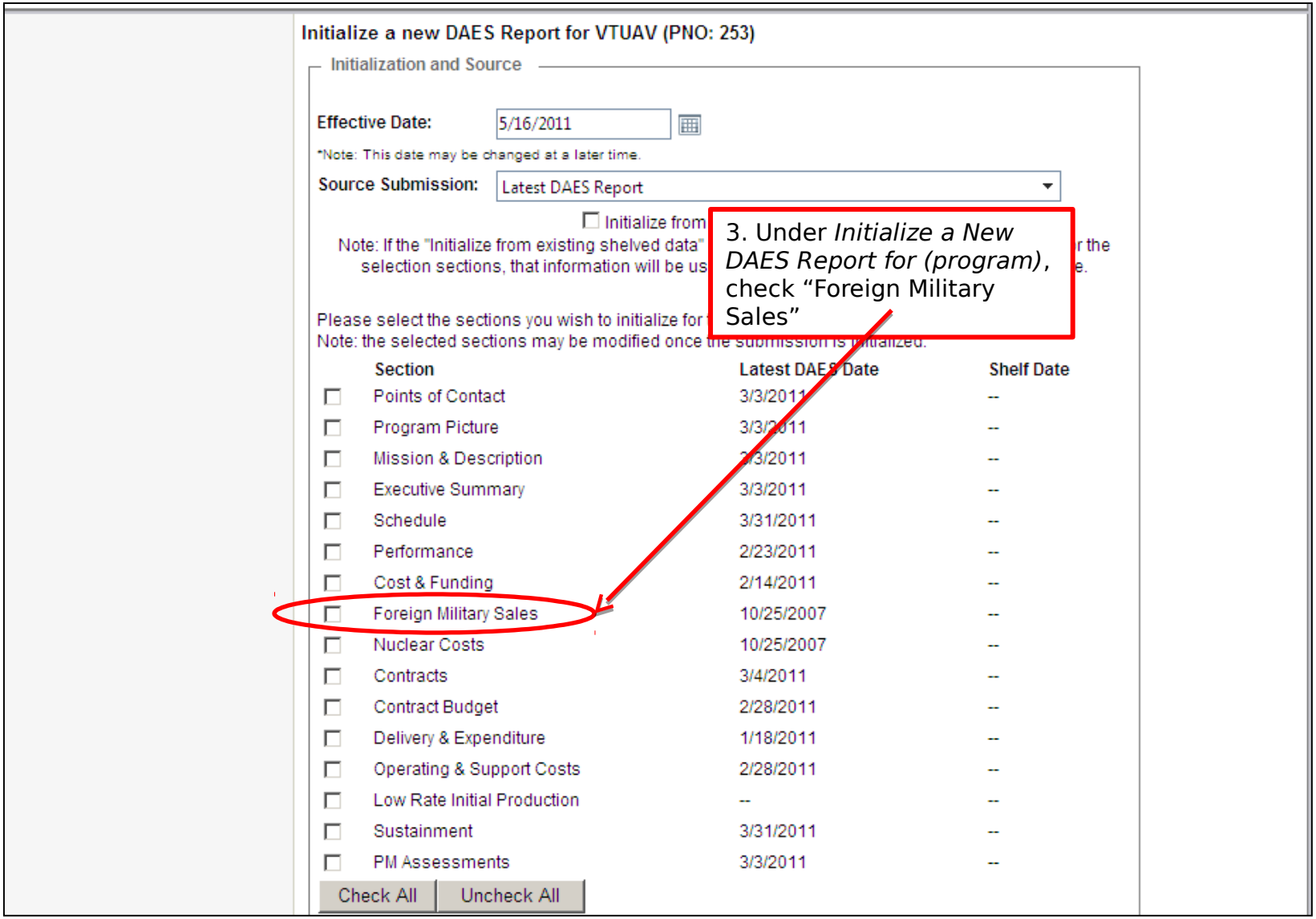
# Manual IPA Data Capture – Step 1


DAMIR
Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics
Welcome, Mr. Dennis R. Hyde | Monday, May 16, 2011 | Help
DAMIR Portal
Search
DAMIR Alerts
DAMIR help is available via e-mail: damir@caci.com (acquisition reporting and DAMIR application) and damir@osd.mil (DAMIR account). Help is also available via telephone at 703-679-5345.
For information on DAMIR training and support, please visit the DAMIR public website at www.acq.osd.mil/damir.
Notifications
FBCB2 DEC 2010 SAR Released to AR&A/AM Release
LCS DEC 2010 SAR Released to AR&A/AM Release
JASSM (JASSM/JASSM-ER) DEC 2010 SAR Released to AR&A/AM Release
SBIRS HIGH DEC 2010 SAR Assigned to AR&A/AM Release
DDG 1000 DEC 2010 SAR Assigned to AR&A/AM Release
CHEM DEMIL-ACWA DEC 2010 SAR Released to AR&A/AM Release
JLENS DEC 2010 SAR Assigned to AR&A/AM Release
RQ-4A/B UAS GLOBAL HAWK
Purview
Program View
Acquisition Documents
DAES Review
Ad hoc Reports
Portfolio View
Official MDAP List
Data Collection
Create or Edit a SAR
Create or Edit an APB
Create or Edit a DAES Report
Manage Submissions
Administration
Update My Information
Manage Notifications
Related Sites
Acquisition Web
DAMIR Public Website
Army AIM
Navy Dashboard
Air Force SMART
DPAP
AT&L Knowledge Sharing System (AKSS)
DAB Schedule
ADM Web Site
Recent Programs
VTUAV
AHLTA
F-35
1. On the DAMIR Portal page, select "Create or Edit a DAES Report"

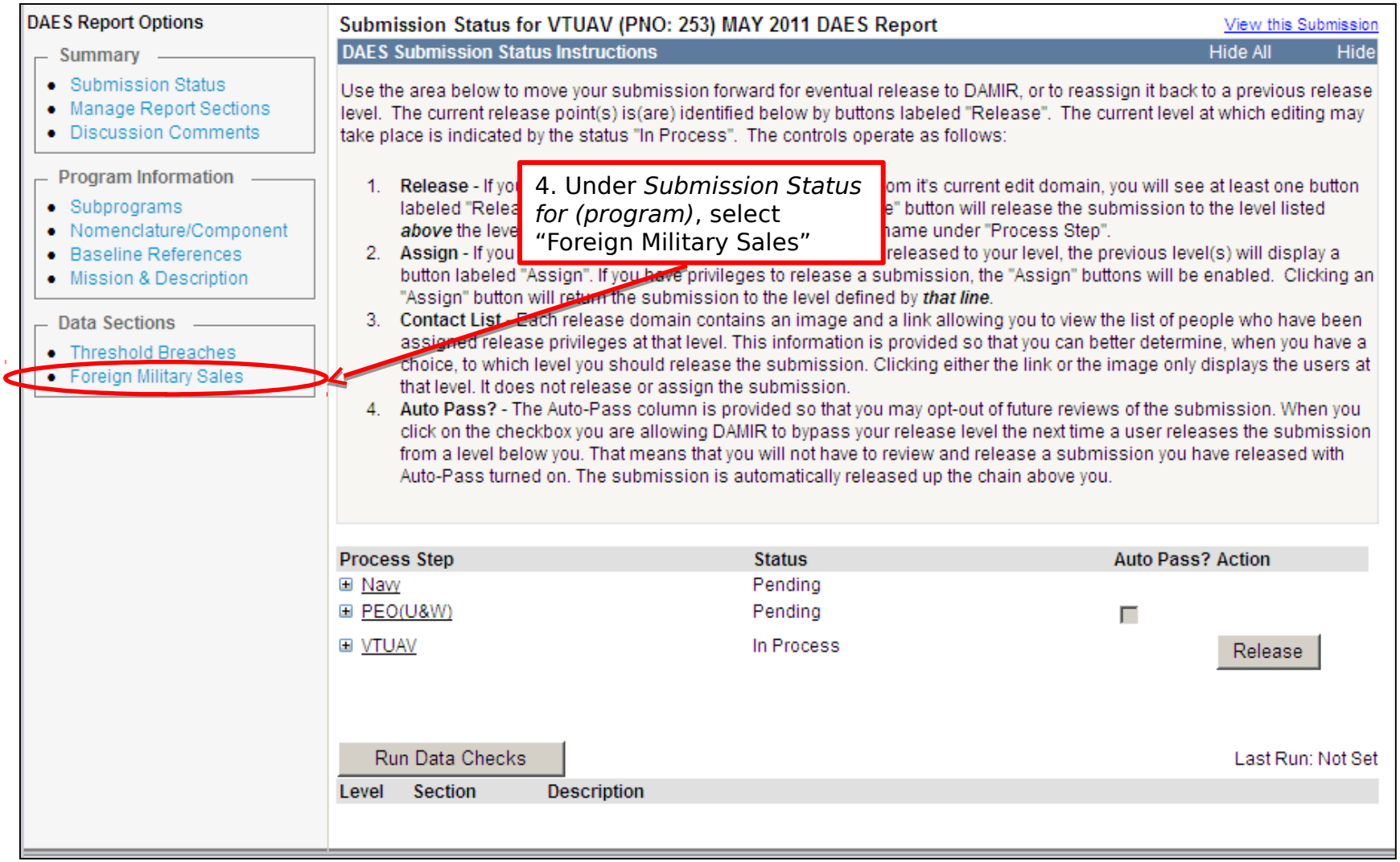
# Manual IPA Data Capture – Step 2



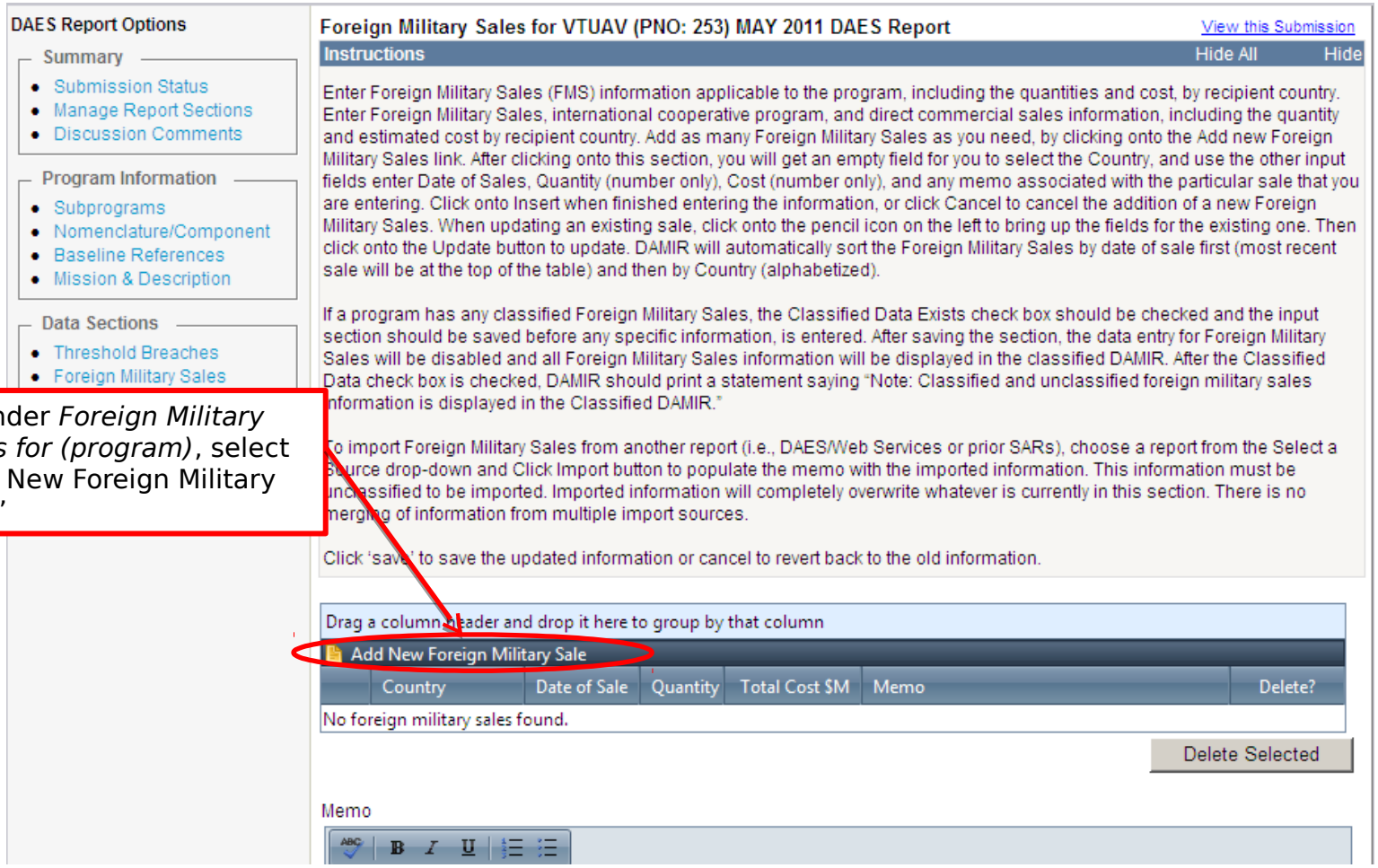
# Manual IPA Data Capture – Step 3


Initialize a new DAES Report for VTUAV (PNO: 253)
Initialization and Source
Effective Date: 5/16/2011
*Note: This date may be changed at a later time.
Source Submission: Latest DAES Report
Initialize from
Note: If the "Initialize from existing shelved data"
selection sections, that information will be us
Please select the sections you wish to initialize for
Note: the selected sections may be modified once the submission is initialized.
Section
Latest DAES Date
Shelf Date
Points of Contact 3/3/2011 --
Program Picture 3/3/2011 --
Mission & Description 3/3/2011 --
Executive Summary 3/3/2011 --
Schedule 3/31/2011 --
Performance 2/23/2011 --
Cost & Funding 2/14/2011 --
Foreign Military Sales 10/25/2007 --
Nuclear Costs 10/25/2007 --
Contracts 3/4/2011 --
Contract Budget 2/28/2011 --
Delivery & Expenditure 1/18/2011 --
Operating & Support Costs 2/28/2011 --
Low Rate Initial Production -- --
Sustainment 3/31/2011 --
PM Assessments 3/3/2011 --
Check All
Uncheck All
3. Under *Initialize a New DAES Report for (program)*, check "Foreign Military Sales"

# Manual IPA Data Capture – Step 4


DAES Report Options
Summary
Submission Status
Manage Report Sections
Discussion Comments
Program Information
Subprograms
Nomenclature/Component
Baseline References
Mission & Description
Data Sections
Threshold Breaches
Foreign Military Sales
Submission Status for VTUAV (PNO: 253) MAY 2011 DAES Report
View this Submission
DAES Submission Status Instructions
Hide All
Hide
Use the area below to move your submission forward for eventual release to DAMIR, or to reassign it back to a previous release level. The current release point(s) is(are) identified below by buttons labeled "Release". The current level at which editing may take place is indicated by the status "In Process". The controls operate as follows:
1. Release - If yo om it's current edit domain, you will see at least one button labeled "Relea e" button will release the submission to the level listed above the leve name under "Process Step".
2. Assign - If you released to your level, the previous level(s) will display a button labeled "Assign". If you have privileges to release a submission, the "Assign" buttons will be enabled. Clicking an "Assign" button will return the submission to the level defined by that line.
3. Contact List - Each release domain contains an image and a link allowing you to view the list of people who have been assigned release privileges at that level. This information is provided so that you can better determine, when you have a choice, to which level you should release the submission. Clicking either the link or the image only displays the users at that level. It does not release or assign the submission.
4. Auto Pass? - The Auto-Pass column is provided so that you may opt-out of future reviews of the submission. When you click on the checkbox you are allowing DAMIR to bypass your release level the next time a user releases the submission from a level below you. That means that you will not have to review and release a submission you have released with Auto-Pass turned on. The submission is automatically released up the chain above you.
Process Step
Status
Auto Pass? Action
Navy
Pending
PEO(U&W)
Pending
VTUAV
In Process
Release
Run Data Checks
Last Run: Not Set
Level
Section
Description
4. Under Submission Status for (program), select "Foreign Military Sales"

# Manual IPA Data Capture – Step 5


DAES Report Options
Summary
Submission Status
Manage Report Sections
Discussion Comments
Program Information
Subprograms
Nomenclature/Component
Baseline References
Mission & Description
Data Sections
Threshold Breaches
Foreign Military Sales
Foreign Military Sales for VTUAV (PNO: 253) MAY 2011 DAES Report
View this Submission
Instructions
Hide All
Hide
Enter Foreign Military Sales (FMS) information applicable to the program, including the quantities and cost, by recipient country. Enter Foreign Military Sales, international cooperative program, and direct commercial sales information, including the quantity and estimated cost by recipient country. Add as many Foreign Military Sales as you need, by clicking onto the Add new Foreign Military Sales link. After clicking onto this section, you will get an empty field for you to select the Country, and use the other input fields enter Date of Sales, Quantity (number only), Cost (number only), and any memo associated with the particular sale that you are entering. Click onto Insert when finished entering the information, or click Cancel to cancel the addition of a new Foreign Military Sales. When updating an existing sale, click onto the pencil icon on the left to bring up the fields for the existing one. Then click onto the Update button to update. DAMIR will automatically sort the Foreign Military Sales by date of sale first (most recent sale will be at the top of the table) and then by Country (alphabetized).
If a program has any classified Foreign Military Sales, the Classified Data Exists check box should be checked and the input section should be saved before any specific information, is entered. After saving the section, the data entry for Foreign Military Sales will be disabled and all Foreign Military Sales information will be displayed in the classified DAMIR. After the Classified Data check box is checked, DAMIR should print a statement saying "Note: Classified and unclassified foreign military sales information is displayed in the Classified DAMIR."
To import Foreign Military Sales from another report (i.e., DAES/Web Services or prior SARs), choose a report from the Select a Source drop-down and Click Import button to populate the memo with the imported information. This information must be unclassified to be imported. Imported information will completely overwrite whatever is currently in this section. There is no merging of information from multiple import sources.
Click 'save' to save the updated information or cancel to revert back to the old information.
Drag a column header and drop it here to group by that column
Add New Foreign Military Sale
Country
Date of Sale
Quantity
Total Cost $M
Memo
Delete?
No foreign military sales found.
Delete Selected
Memo

5. Under *Foreign Military Sales for (program)*, select "Add New Foreign Military Sale"

# Manual IPA Data Capture – Data Entry

Select the *Country* to which the commodities or services were sold, transferred, loaned or developed.

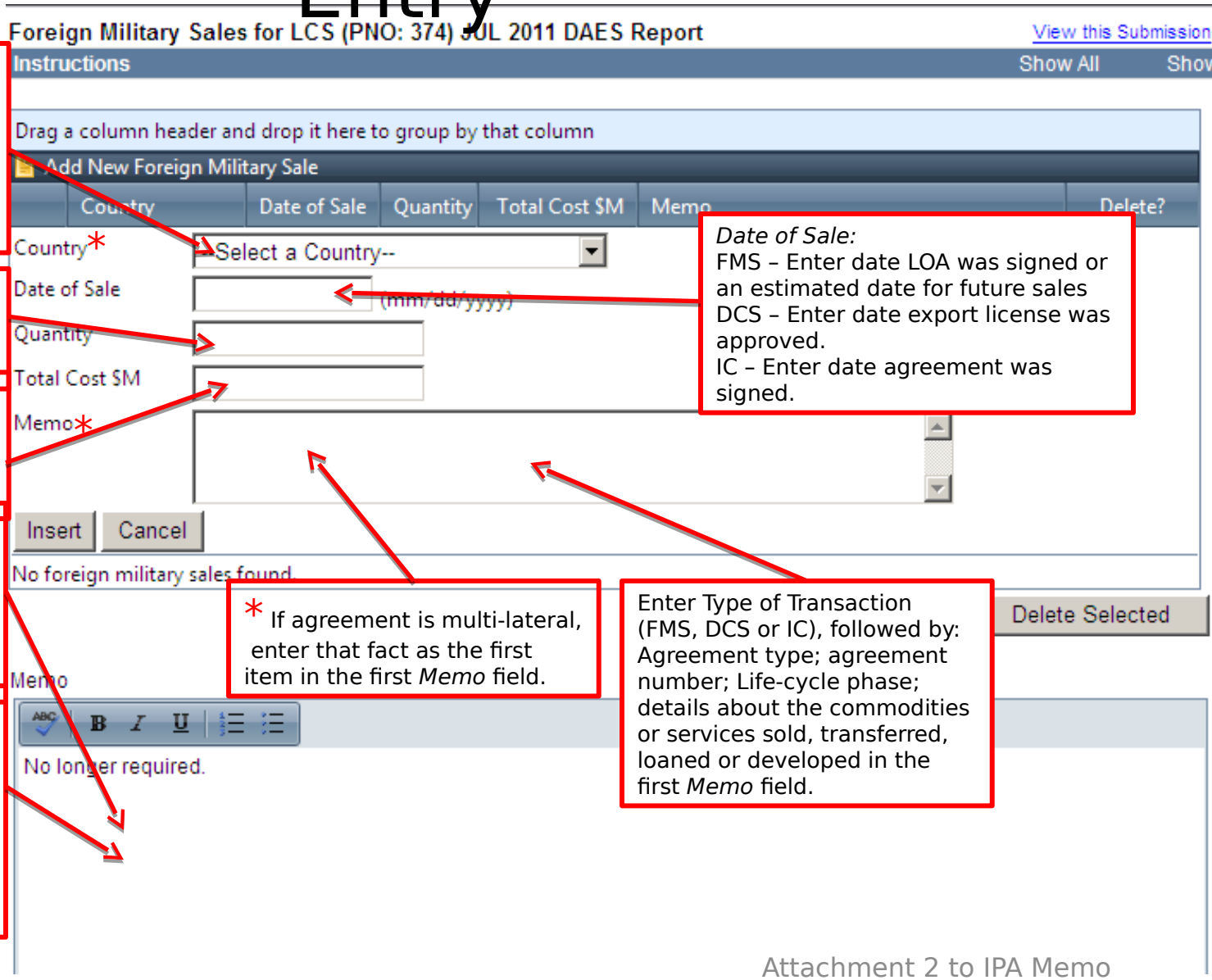
* If agreement is multi-lateral, create a unique entry for each country.

Enter the *Quantity* of commodities sold, transferred, loaned or developed. For Services, enter "0".

Enter the *Total Cost $M* for which the commodities or services were sold, transferred, loaned or developed.

Enter key international business issues/Impacts related to US and/or foreign partner(s) current or planned activities, updated APUC, and status of negotiations, in the second *Memo* field

Enter Tech Security & Foreign Disclosure, Program Protection, and Export Control issues that may have an adverse effect regarding implementation of international aspects of the program in the second *Memo* field




*Date of Sale:*
FMS – Enter date LOA was signed or an estimated date for future sales
DCS – Enter date export license was approved.
IC – Enter date agreement was signed.

* If agreement is multi-lateral, enter that fact as the first item in the first *Memo* field.

Enter Type of Transaction (FMS, DCS or IC), followed by: Agreement type; agreement number; Life-cycle phase; details about the commodities or services sold, transferred, loaned or developed in the first *Memo* field.

# IPA Acronyms

- DCS - Direct Commercial Sales
- FMS - Foreign Military Sales
- IC - International Cooperation